

**DEPARTMENT OF PLANNING, ENGINEERING AND BUILDING
SITE PLAN SUBMITTAL CHECKLIST (May 2005)**

Please use this checklist to make sure that your subdivision application to the City of Madison is complete. Please fill in the form in its entirety, putting checkmarks by each completed item.

This form must be completed and turned in with your application to the Planning Commission. We *will not* accept your application without it.

General Information

Development
Name_____

Zoning_____

Acres_____

Lots_____

Waiver(s)
requested_____

☐ Application Fee Paid_____

☐ Drainage Review Fee - \$25.00 + \$5.00 per acre Paid_____

☐ Six copies of drawings

☐ Digital submittal in *.pdf and AutoCAD format.vc

☐ The site plan shall be of a scale not to be greater than one (1) inch equals twenty (20) feet nor less than one (1) inch equals one hundred (100) feet and of such accuracy that the Planning Commission can readily interpret the site plan and shall include more than one drawing where required for clarity.

☐ The proposed title and street address of the project and the name of the owners, engineer, architect, designer, or landscape architect of the development, north arrow and date.

☐ Vicinity map showing the location of the project in relation to the surrounding community, including adjacent zoning.

☐ Existing zoning and zoning district boundaries. In the case of a Special Exception, approved by the Zoning Board of Adjustment, any appropriate conditions and safeguards imposed by the Board shall also be indicated on the site plan.

☐The boundaries of the property involved, the location of all existing easements, section lines, and property lines, and other physical and natural features in or adjoining the project.

☐Names and addresses of all adjoining land owners.

☐Acreage in total project; acres to be developed.

☐The location of existing and proposed buildings, sanitary and storm sewers, water mains, culverts, and other public utilities in or adjacent to the project, including fire hydrants.

☐The site plan shall show the proposed streets, driveways, sidewalks, and other vehicular and pedestrian circulation features within an adjacent to the site; also, the location, size and number of parking spaces in the offstreet parking area, and the identification of service lanes and service parking.

☐Location and type of buffer strip and other open spaces including recreation areas, if any.

☐The site plan shall show the location, proposed finished floor and grade line elevations, size of proposed principal and accessory buildings, their relation one to another and to any existing structure on the site, the height of all buildings and square footage of floor space. Site plans for residential development shall include a density schedule showing the number of dwelling units per net acre, including a dwelling schedule showing the unit type and number of each unit type.

☐Five foot wide concrete sidewalk

☐The site plan shall show the proposed location, use and size of open spaces and the location of any landscaping, fences, or walls on the site. Any proposed alterations to the topography and other natural features shall be indicated.

☐Zoning district in which the site is located and the anticipated use of the structures

☐Any floating districts, special districts, and performance standards related to said districts

☐Density or intensity of use, expressed as floor area ratio

☐Signs

☐Open Space Requirements and calculations for open space provided

☐Variances applying to land

☐Sufficient information for the reviewer to determine if all dimensional requirements and required conditions related to the zoning district(s) are met

☐ A Certificate of Appropriateness from the Madison Station Architectural Review Board, if required

☐ A copy of the record plat showing all Easements, dimensions, and other information required to be presented on the record plat.

☐ Avigation Easements, if applicable

☐ A tree plat and tree removal permit application, as required by the Tree Preservation Ordinance, if applicable

☐ Grading Plan prepared to professionally acceptable engineering standards

☐ Drainage Plan prepared to professionally acceptable engineering standards, providing protection from the 100 year flood for all structures, and protection from the 10 year flood for all other areas

☐ Finished floor and grade line elevations

☐ Flood Hazard zone and boundaries thereof

☐ Show Perimeter Landscaping and Calculations

☐ Show Interior Landscaping and Calculations

☐ Written statement from the Madison Water and Wastewater Authority that the site plan is approved by them for new service.

☐ Certificate signed by the Director that all required information has been presented and that all applicable City regulations are complied with. **(signature not required at initial submittal)**

☐ Certificate, to appear on the reproducible of the site plan, for the signature of the Chairman of the Planning Commission.

☐ Blueline or color representation of any frontage visible from a public street together with a written description of colors and materials to be used

Outdoor Lighting Plan to include:

☐ photometric drawing of the site

☐ location of all external lighting on the site

☐ a diagram as to how each type of lighting fixture will be shielded

☐ type lights that will be used

☐ Note on drawings – All traffic control devices shall be erected and maintained in conformance with the Alabama Manual on Uniform Traffic-Control Devices and any revisions thereof

☐ Note on drawings – Classification by type of construction, i.e. Type I, Type II, etc.

☐ Note on drawings – sprinkled or nonsprinkled

☐ Digital submittal *pdf and AutoCad V.14 format with all of the linework in dark colors. All of the primary colors will be fine except for yellow as long as they are darker colors for visibility purposes on white backgrounds.

☐ Proposed type and extent of installed fire protection systems including fire flows

☐ This note to appear near Fire Flow information on the Site Plan:

“Required Fire Flows cannot be determined precisely until the specific building use, construction type, and other factors have been disclosed and reviewed. The applicant will comply with the Fire Flow and fire safety and suppression requirements of all adopted City Codes and regulations.”

☐ Fire Flow Form

I hereby certify that all of the above information has been submitted for review by City staff, except as indicated. I have listed all information which was not submitted, if any, and reasons therefore on a separate sheet.

Engineer/Surveyor/Architect

Engineering/Surveying/Architectural Firm

Date

Madison Fire and Rescue

Site Approval

General Info

Address: _____

Owner: _____

Engineer: _____

Project Name _____

Structure

Type Construction per Building Code: _____

Type Occupancy per Building Code: _____

Gross SQ. FT.: _____

Sprinklered: yes _____ no _____

If yes, what hazard classification? _____

Water Supply

*To obtain water supply information, contact Cary Sadler with Madison Fire and Rescue (256)464-8425 to schedule a flow test or have contractor submit results to Cary Sadler at Madison Fire and Rescue.

Available Water Supply: Static psi _____

 Flow psi _____

 Residual psi _____

Person Responsible For Test: _____

For Office Use Only

Available Water @ 20 psi: _____ gpm

Needed Fire Flow: _____ gpm

Is there an adequate water supply for this structure: Yes ___ No ___

Fire apparatus access adequate? Yes _____ No _____

Approved: Yes _____ No _____ Date: _____

Fire Official: _____

Any questions regarding this form should be directed to Fire Inspector Cary Sadler, Madison Fire and Rescue (256)464-8425.